
SECTION: FOOD DELIVERY SYSTEM

SUBJECT: Food Instrument Receipt and Distribution

ITEM: *Single/Double/Triple Food Instrument Issuance*



Policy	<p>Local agencies shall provide one food instrument package to each eligible participant per month.</p> <p>Local agencies shall distribute food instruments on a monthly, bimonthly, or quarterly basis (single, double or triple issue food instruments) consistent with the local agency's internal policy that must be approved by the State WIC Branch. The justification for any exceptions made to the policy shall be documented in the Integrated Statewide Information System (ISIS) by the local Registered Dietitian (RD).</p>
Basis for policy	7 CFR 246.12 (r) (5)
Double issuance (Bimonthly) food instrument distribution	Double issuance (bimonthly) of food instruments consists of two food instrument packages, one for the current and one for the subsequent month, issued at one time to an enrolled WIC participant.
Triple issuance (quarterly) food instrument distribution	Triple issuance (quarterly) of food instruments consists of three food instrument packages, one for the current month and one for each of the subsequent two months issued at one time to an enrolled WIC participant.
Local agency food instrument issuance policy and guidelines	If a local agency chooses to double or triple issue food instruments, then the local agency shall establish an internal policy/procedure for single, double and triple issuance of food instruments. These policies must be reviewed and approved by the WIC Branch prior to implementation, upon the State WIC Branch's request, and when there are any changes made to this

**Local agency
food instrument
issuance policy
and guidelines
(cont'd)**

internal policy. The policy may include a provision for exceptions at the discretion of the local agency RD when the reason for the exception is recorded on the ISIS Family screen, Individual Comments screen or the Individual Nutrition Education Plan.

Local agencies shall issue food instruments on a monthly basis under the following circumstances:

- Participants who receive the homeless package,
- Families who are new to WIC (i.e., first enrollment in a family in the past year),
- Participants identified with a Level 3 or 4 indicator of nutrition need before receiving a nutrition education contact with the RD. (For Nutrition Education Requirements see WPM Section 410-20.1.),
- Participants receiving food instruments through the mail, and
- Participants that do not bring income/address documentation to a certification appointment.

Local agencies are strongly encouraged to issue food instruments on a monthly basis in the following situations:

- Pregnant women enrolled in the third trimester,
 - Foster children who are not in a stable foster situation,
 - Infants/children receiving formula for medical conditions, and
 - Participants who do not bring required hematocrit/hemoglobin information to certification appointments.
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